

**To:** «School\_Coordinator\_Fname» «School\_Coordinator\_Lname» | «School\_Coordinator\_Title» | «[School\\_Coordinator\\_Email](#)» | «School\_Coordinator\_Phone»  
«**School\_Name**» (SC: «State\_School\_ID»)  
Assessment Type: «ESQ»  
Assessment Date: «**Scheduled\_Assessment\_Date**»  
MyNAEP Registration ID: «**MyNAEP\_Registration\_ID**»  
Sampled Grade: «**Sampled\_Grade**» | Estimated Student Sample:  
«**Estimated\_Student\_Sample**»

**From:** Ashley McGrath | NAEP State Coordinator | [amcgrath@mt.gov](mailto:amcgrath@mt.gov) | (406) 444-3450

**Subject:** NAEP School Coordinator Task 1 and Timeline due Sept. 30<sup>th</sup>

Dear «School\_Coordinator\_Fname» «School\_Coordinator\_Lname»,

I hope your school year is off to a great start! Thank you in advance for your help in completing this important step in the process. I know this is a long message with a lot of detail. Please do not hesitate to contact me if you need some assistance along the way. I am happy to walk you through the steps. In June, I sent «School\_Name» a notification of selection for the 2015 Grade «Sampled\_Grade» administration of the National Assessment of Educational Progress (NAEP), on «**Scheduled\_Asmt\_Day\_of\_Week**», «**Scheduled\_Assessment\_Date**». In August, schools were asked to designate a NAEP School Coordinator who will be our single point of contact for all matters pertaining to the assessment. As the NAEP School Coordinator, you are the liaison for all NAEP assessment activities in your school and have expertise about student participation in statewide assessments; knowledge about collecting student information; and are familiar with using a computer. Montana will be awarding renewal units to School Coordinators who successfully complete all NAEP tasks during the assessment window. These are the same tasks performed in NAEP 2013, however, instead of the in-person preassessment visit before the scheduled assessment date, all of the School Coordinator activities will be conducted on the MyNAEP restricted-use website (*for a complete list of tasks, please see the School Coordinator List of Activities attachment*).

In order to complete the first NAEP School Coordinator task, please (1) register on the MyNAEP website to familiarize yourself with the website, (2) under “**Provide School Information**” and “**School Characteristics Information**” review «School\_Name»’s calendar, and (3) review the attached list of School Coordinator activities by **September 30th**.

#### **MyNAEP Registration Instructions:**

Please follow the link below to access the MyNAEP website and complete the registration process. Should you need any assistance registering on MyNAEP, please see the attached **Step-By-Step Registration Instructions**.

- **Link:** [www.mynaep.com](http://www.mynaep.com)
- **MyNAEP Registration ID:** «**MyNAEP\_Registration\_ID**»

If you are responsible for more than one school, select **Register More Schools** from MyNAEP's left menu and enter the additional registration ID(s), one at a time. This step will allow you to have one School Coordinator account permitting you to toggle between schools (e.g., grade 4 and 8).

Next please review and confirm the **Provide School Information** (left-hand menu). The information we have on file for your school is under the **School Contact Information** section. Once you have accepted the confidentiality agreement, and reviewed this information, then you will be asked to review/update the «School\_Name»’s calendar information under the **School Characteristics Information** section. In this section, please enter the **date your school adjourns for winter break**, the **date your school returns from winter break**, and the **last day of school**. This calendar review is necessary, as within 5 weekdays of returning from winter break you will be asked to submit the **Current Roster of Students**. More information about this task will be made available this fall/winter.

**TIPS** | **MyNAEP Tutorials** are available under the “Help” page of [www.mynaep.com](http://www.mynaep.com). [Click here](#) to watch a quick tutorial and introduction to MyNAEP. For MyNAEP technical difficulties, please contact the **NAEP Help Desk** via e-mail ([naephelp@westat.com](mailto:naephelp@westat.com)), phone (1-800-283-6237), or **Live Chat**. The NAEP Help Desk is staffed Monday through Friday between 8 a.m. and 5:30 p.m. ET.

I look forward to collaborating with you to ensure the successful administration of NAEP 2015! If you have any questions or concerns, please don't hesitate to contact me. You can reach me during normal working hours at **406.444.3450** or [amcgrath@mt.gov](mailto:amcgrath@mt.gov).

Sincerely,

**Ashley McGrath, NAEP State Coordinator**

Montana Office of Public Instruction

Measurement and Accountability Division

PO Box 202501

Helena, MT 59620-2501

Monday-Friday 8:00 am- 4:30 pm

NAEP Webpage: <http://opi.mt.gov/Reports&Data/NAEP.html>

NAEP Wiki: <http://opi.mt.gov/groups/montananaep/>



**Enclosures:**

School Coordinator List of Activities

Step-By-Step MyNAEP Registration Instructions